CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW641					
Classification Specification: _ ENGINEERING MANAGER					
Salary Range:NR 52 - Management Benefit Level B					
Position Description (Working Title): Environmental Engineering Manager					
Incumbent:					
Location: Public Works/Engineering - Environmental					

GENERAL PURPOSE:

Under the direction of the City Engineer and Public Works Director, supervise and perform complex and professional engineering duties in the management, implementation, coordination and direction of Public Works Environmental Engineering projects; train, supervise, assign, and review the work of assigned personnel; assure efficient and effective functioning of the Environmental Engineering Section.

Work is characterized by management, administrative, and supervisory responsibilities for the organization, including directing and evaluating the operation of the Environmental Engineering Section. The incumbent directly supervises employees in the Environmental Engineering Section; and carries out supervisory responsibilities in accordance with the organization's policies and procedures as well as applicable laws. The incumbent's responsibilities include, but are not limited to, interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; resolving problems; and recommending terminations as appropriate.

Work is performed under managerial direction. The supervisor provides the employee with assignments in terms of broad practice, precedents, policies, and goals. Work may be reviewed for fulfillment of program objectives and conformance with departmental policy, practice, and/or objective.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise and coordinate Public Works Environmental Engineering projects and related activities; supervise and participate in the review of complex civil engineering designs, plans, specifications, and cost estimates; coordinate and review the work of consultants for projects.

Develop and manage consultant contracts for professional and technical services; schedule and assign work to ensure completion of projects in accordance with established timelines and budget limitations; direct section operations to ensure efficiency and cost-effectiveness.

Interview, train, and hire employees; appraise the performance of assigned staff; coordinate, assign and review work; recommend promotion and disciplinary actions; address complaints; resolve problems; approve/schedule sick leave and vacation time; and recommend terminations as appropriate.

Prepare long range plans and programs to meet future groundwater and surface water management needs, including wetlands water quality, wellhead protection, erosion, and flooding.

Establish and maintain policies, procedures, and technical standards relating to groundwater and surface water quality, erosion, and sediment control, hazardous slopes, streams, wetlands, and flood management; provide inter-departmental and inter-agency coordination.

Prepare the section budget based on staffing and resource requirements, cost estimates, division objectives, and departmental goals; monitor and document section expenditures; and anssist in the preparation of the department's capital and operating budget.

Serve as liaison with Federal, state, and inter-departmental agencies with respect to legislative regulation and programs involving the Endangered Species Act, water pollution, storm water, and flooding issues.

Initiate planning, designing, and constructing of facilities to manage and enhance condition of City streams, groundwater sources, and the Green River.

Make presentations to the City Council, Planning Commission, and general public on matters relating to municipal water supply, solid waste, water conservation, groundwater storm water, wetlands, flooding, fisheries, and other wildlife and their habitat and water quality.

Direct the resolution of problems or emergencies affecting groundwater and surface water quality, stream erosion, and flooding.

Coordinate with contractors relative to construction projects which are underway.

Direct the development and maintenance of records that provide for the proper evaluation control and documentation of assigned operations.

Review and provide recommendations concerning federal, state, and local codes, regulations, policies, and ordinances related to civil and environmental engineering as directed.

Respond to questions and complaints from the public concerning assigned engineering functions; provide technical information related to codes, ordinances, regulations, policies, and projects.

Serve as the City and division representative at various meetings as required; attend and participate in property owner, Public Works Committee meetings, and other meetings, committees, and hearings as required; answer technical questions related to construction requirements.

Perform Environmental management duties for the Environmental Engineering Section related to public works capital improvement projects as assigned by the City Engineer and Public Works Director.

Analyze and review City plans to determine construction and environmental impact.

Monitor and make changes to the City of Kent Environmental Standards as necessary and as assigned by the City Engineer; provide input for the City of Kent Standard Specifications for Public Works projects.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and City.

Prepare an Annual Business Plan and Annual Work Plan as required by the Public Works Director for the major accomplishments and projects for each budget year relating to the strategic plan and goals of the City and department.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Principles and practices of civil engineering as related to the preparation of plans and specifications of various Public Works projects
- Current trends, developments, and legislation pertinent to civil engineering
- Development review process and procedures
- Automated permit management/tracking systems
- Materials, techniques, and equipment applicable to the area of specialization
- Engineering regulations and standards
- Principles and practices of supervision, training, and performance evaluations
- Technical aspects of field of specialty
- Research methods
- Applicable laws, codes, regulations, policies, and procedures
- Municipal government budget preparation and control

SKILLED IN:

- Effectively using interpersonal skills in a tactful, patient, and courteous manner
- Communicating orally and in writing

- Modern office equipment and procedures including use of a personal computer and applicable software
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Maintaining records and preparing reports
- Preparing and delivering oral presentations to diverse groups
- Effectively organizing and expressing ideas through use of oral and written communications
- Application of principles and practices of supervision and training
- Mentoring, training, and motivating others

ABILITY TO:

- Supervise and perform complex and technical engineering duties in the coordination and direction of Public Works civil engineering projects
- Prepare plans and specifications and review engineering project cost estimates
- Adapt approved engineering methods and standards to the design and construction of a variety of municipal Public Works projects
- Communicate effectively both orally and in writing
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures
- Manage, supervise, train, and evaluate personnel
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Work from blueprints, shop drawings, and sketches
- Organize and schedule work to meet timelines
- Work independently with little direction
- Plan and organize work

EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor's degree in Civil Engineering, or related field; and

Experience: Five (5) years of increasingly responsible civil engineering experience including a

minimum of three (3) years of management and supervisory experience in the

direction of environmental programs.

Or: In place of the above requirements, the incumbent may possess any combination

of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities

listed above.

LICENSES AND OTHER REQUIREMENTS:

- State of Washington Professional Engineer (Civil or Environmental) license required
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the city's pre-employment records check and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, telephone, fax and copy machine, calculator, projector, and Dictaphone.

The incumbent may also be required to operate a City vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, and feel; talk; and hear. The employee is frequently required to lift and or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel; and reach with hands and arms. Specific vision abilities required by the job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment and an outdoor field environment. The noise level in the work environment is normally moderate in the office and loud in the field. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations to inspect or review construction projects.

**Note:	This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.			
Department Director/Designee		Date	Employee Services Director/Designee Date	
Approval:				
Incumbent's Signature		Date	Supervisor's Signature	Date
SIGNATURES	: :			
Position Des	scription: Environm	ental Engine	eering Manager	Page 6 of 6

Revised: 2/22/07